



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
VICTORY SUPPORT BATTALION
FORT JACKSON, SOUTH CAROLINA 29207


ATZJ-VSB-SD

15 February 2007

MEMORANDUM FOR RECORD

SUBJECT: Policy # 4 - Passes

1. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.
2. Passes are granted for either three (3) or four (4) days in conjunction with a weekend.
3. Permanent party USASD Soldiers assigned to Fort Jackson:
 - a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson.
 - b. All passes will be coordinated through the chain of command and must be approved ten days prior to the departure date.
 - c. Passes that are awarded to personnel for any type of achievement must be used within 30 days of receiving the pass.
 - d. Company Leadership may pull passes at any time if mission or adverse action dictates.
4. **USASD Students.** Anytime a student is planning to travel 500 miles outside their assigned duty location, they are required to submit a mileage pass, ordinary pass, leave, TDY or PTDY status. If there is a question about the appropriate status, the Soldier should call the detachment for clarification.
5. The point of contact for this memorandum is the undersigned at 803-751-5305.


GINA M. FERGUSON
CPT, SC
Commanding